FISCAL OFFICER TRAINING MANUAL

FEDERAL MEDICAID SALARY SHARING (FSS) – [UNDER CONSTRUCTION]

Business Process: (*what is it?):*

Federal Medicaid Salary Sharing (FMSS) is a program enabling States and Counties to receive federal reimbursement for a portion of expenditures related to the administration of Medicaid programs. FSS is a revenue stream which a County Local Governmental Unit (LGU) may choose to participate in.

Brief Description of Process: (*how does it work?*)

NYS Office of Mental Health is the main point of contact and facilitator for both NYS Office of Alcoholism and Office of People With Developmental Disabilities regarding FMSS. To participate, the County LGU must submit electronic (Excel) quarterly claims to the Office of Mental Health (OMH) that accounts all staff regardless of program. The costs expenditures are broken up into Cost Pools which allow or not-allow claiming against Federal Medicaid Salary Sharing. Cost Pools 1 & 2 required Random Moment Time Study's (RMTS's) to validate Medicaid activities. As of 1/1/2015, this new process, which started 4/1/2014, is still being developed. County LGU's make claims against the NYS Offices' (NYS OMH, OASAS, OPWDD), which in turn claim against NYS Dept. of Health, whom subsequently aggregate claims and submit to Center for Medicare and Medicaid Services (CMS). Upon approval, payments are release from CMS to NYS DOH to NYS Offices' and finally to County LGU's (upon request).

Frequency:

For OMH, claims are submitted quarterly. Payments requests can be made at any time, but payments are predicated upon release of payments from CMS and DOH.

Instructions:

To Participate: Call your local NYS OMH field office to initiate the program. You will receive instructions on how to get started.

To Request Payment: [Under Construction}

OMH:

Claims and Payments are visible in the Aid to Localities Financial System (ALFS). To view, you must have an NYS issued security token and be registered.

If you do not already have a token for the Aid to Localities Financial System (ALFS), complete an ALFS Security Agreement Authorization Form and a Request for Access Aid to **Localities Financial System (AL*FS) for non-OMH* employees** and submit to these forms and the signed letter from the County Director of Community Services (DCS) on County letterhead that requests permission for their use of ALFS to Director of Administrative Services, NYS OMH Community Budget and Financial Management, 44 Holland Ave., Albany, NY 12229. It is important to submit this documentation as soon as possible as it generally takes up to 2 weeks to receive the taken after materials are received by OMH. Once the token is received, the process begins by accessing the following website:

https://mhprovider.omh.state.ny.us/websalute

Once you have logged into ALFS;

1. Click on 'Budget' in the toolbar and then select 'Federal Salary Sharing'.
2. There are two options to select from– Claim Summary and Payment Summary.

a. Under the claim summary, click on the quarter you need to work on. It contains the employee summary. You can view/edit each employee listed. You can add an employee. Employee details such as name, salary, employee type and a specific employee ID are assigned in the screen along with function/job tasks and % time allocated to Medicaid and %NON-Medicaid. Click the save button. You must include an aggregated fringe percentage.

   Once your claim is complete, click the "Generate Appendix D" button. You must print this form and obtain the County Mental Health Director or designee signature to mail or fax it to the claim administrator, Brad Titus at the NYS Office of Mental Health, 44 Holland Avenue, Albany, NY 12229; fax 1-518-473-5167. You can also print and export the individual employee worksheets and computation report for your records.

b. The other option is Payment Summary. You can perform the following tasks in this field: view payment summary; add a request amount; edit a comment and view comment history by clicking on the appropriate button on this screen.

Federal Salary Sharing funds are to be reported on line 29 on the CFR, and also to be clearly identified in the required detailed backup document for line 29. Funds may be utilized as an offset for one or more OMH programs for expenses associated with the provision of services to the county's mentally ill population. The Catalog of Federal Domestic Assistance (CFDA) number for Federal Salary Sharing program is 93.778.

***Note**: There is no cap placed on FSS amounts claimed by counties, but counties are entirely responsible for the accuracy of the claims, which are subject to state and federal audits.*

Resources:

1. Aid to Localities Financial System (ALFS) Web User Manual (contact field office for copy)
2. helpdesk@omh.state.ny.us - Help desk Phone Numbers: 1-518-474-5554 OR 1-800-435-7697
3. OPWDD Local Government Federal Salary Sharing Manual (contact Christine Doherty or Bureau of Community Funding Administration and Revenue Support)

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OMH Review: 8/18/10

OASAS Review: (none)

OPWDD Review: (none)